

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **DEPUTY CITY CLERK/TECHNICIAN**

DEPARTMENT: **RECORDS MANAGEMENT**

BASIC FUNCTION:

Under general supervision, to perform varied clerical, technical and general administrative assistance to the City Clerk's Department, and to perform other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Deputy City Clerk/Technician works under general supervision, and within a framework of established procedures, is expected to perform a variety of duties with only occasional instruction or assistance. The incumbent will be deputized to perform duties assigned to the City Clerk in the government code. The Deputy City Clerk/Technician will require a general knowledge of departmental procedures and precedents, Political Reform Act regulations, election procedures, and have the ability to answer inquiries requiring an understanding of the application of routine policies, rules and regulations. Employees in this class will have frequent contact with the public, answering a variety of questions requiring knowledge of related departmental policies and procedures.

KEY RESPONSIBILITIES:

Answer inquiries requiring an understanding of the application of routine policies, rules and regulations.

Assist with the preparation, assembly and distribution of materials for Council meetings in accordance with established procedures.

Attend City Council meetings and provide an accurate transcript of the proceedings in accordance with established policies and procedures; provide verbatim transcripts of portions of the proceedings when required; respond to public/staff inquiries concerning those meetings.

Research and compile data for administrative and public reports or inquiries utilizing manual and automated systems.

Assist with implementation of the Records Management Program, including the filing, coding, indexing and distribution of documents; and coordinating the storage, archiving and destruction of records.

Assist in establishment of departmental procedures and training of staff.

Coordinate updates to the Board, Commission, and Committee Rosters, including preparation of vacancy list and agenda bills for appointments.

As deputized by the City Clerk, assist in the administration of City elections by issuing and administering nomination papers, preparing notices, serving as liaison to vendors and the County Registrar, and preparing appropriate documents.

Assist with Political Reform Act Filings (e.g., Conflict of Interest statements, campaign statements), including maintaining a schedule of filers; distributing forms in a timely fashion; responding to inquiries by filers; reviewing forms for completeness when filed; and processing necessary amendments/corrections with filers.

Process requests for bond reductions/releases from other departments, reviewing records on file to verify accuracy.

Process administrative contracts/agreements for approval and signatures in accordance with established procedures.

Assist in coordination of advertising, including preparation of legal notices ensuring timely publication and review of invoices for accuracy, and placement of notices on internet.

May serve as Acting City Clerk when so designated.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Modern office procedures and records management methods.

Microcomputer systems and software applications, e.g., word processing, spreadsheet or database management as required by job assignment.

Applicable federal, state and municipal laws, regulations, policies and procedures as required by the job assignment.

Fair Political Practices Commission filing requirements as required by the duties of the job.

Municipal organization and functions of city departments.

Ability to:

Demonstrate and foster excellent customer service.

Understand, interpret, and explain laws, regulations, policies and procedures.

Attend meetings of the City Council and subsequently prepare a set of minutes accurately summarizing conversations, discussions, and comments documenting action taken.

Assist the public, City officials, staff and others contacted in the course of work with diplomacy and tact.

Work cooperatively and establish effective relations with others.

Communicate effectively, orally and in writing.

Analyze data and prepare reports independently.

Follow and comply with written and oral instructions.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required knowledge, skills, and abilities would be:

Equivalent to completion of the twelfth grade, including or supplemented by specialized business training; and

Four years progressively responsible clerical or records management experience including frequent contact with the public. Specific experience working in a City Clerk office environment is highly desirable.

PHYSICAL STANDARDS:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office and computer equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret narrative and statistical data,

information and documents; analyze and solve problems; use reasoning and abstract concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, technical vendors and others encountered in the course of work.

Incumbents may occasionally need to travel to various city locations or to off-site meetings as necessary and as the assignment demands.

DATE APPROVED: 4/2001